

create a better place



# Technical Advisor (Natural Capital)

## Candidate Information Pack



Job title: Information Analyst (Natural Capital)

Permanent or part-time role (0.6 FTE)

Job location: Flexible

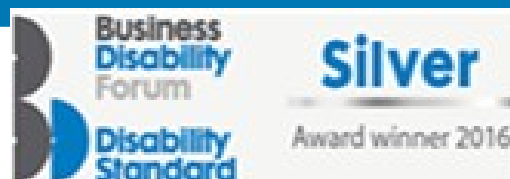
Closing date: 03 July 2020

Reference: 23005



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# 1. Our organisation

We are the Environment Agency. We protect and improve the environment. Acting to reduce the impacts of a changing climate on people and wildlife is at the heart of everything we do. We reduce the risks to people, properties and businesses from flooding and coastal erosion. We protect and improve the quality of water, making sure there is enough for people, businesses, agriculture and the environment. Our work helps to ensure people can enjoy the water environment through angling and navigation. We look after land quality, promote sustainable land management and help protect and enhance wildlife habitats. And we work closely with businesses to help them comply with environmental regulations. We can't do this alone. We work with government, local councils, businesses, civil society groups and communities to make our environment a better place for people and wildlife.

Of course, none of this will be possible without the professionalism and dedication of our staff. We are committed to promoting equality and diversity in all we do, and to valuing the diversity of our workforce, customers and communities.

We're committed to helping our people to find new ways of working and to maintain our focus on creating a better place for people and wildlife. For more information on the Environment Agency and what we do, please visit:

[www.environment-agency.gov.uk/aboutus](http://www.environment-agency.gov.uk/aboutus)

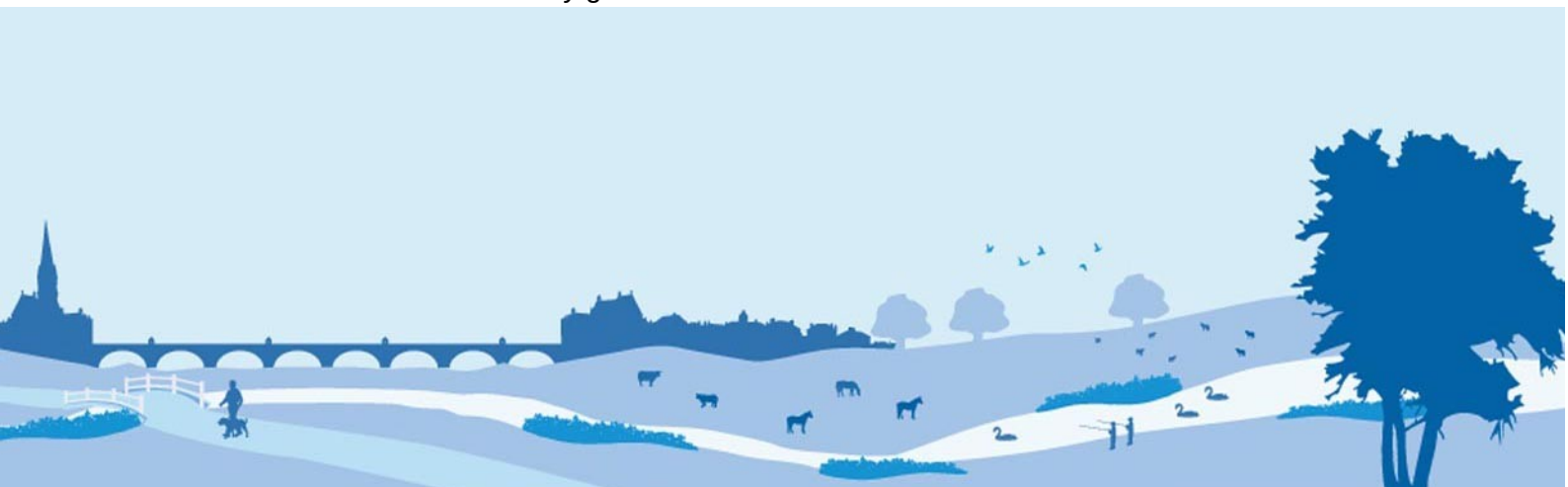
[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



## 2. Salary and benefits

Join us in this role and you will enjoy the following benefits:

<b>Grade Rate:</b>	Grade 5, £36,389 (pro-rata - if part time)
<b>Location:</b>	Flexible base location
<b>Hours of work:</b>	22.2 hours, 0.6 FTE, Permanent
<b>Leave entitlement:</b>	<p>Your leave allowance in this role will be 27 days or equivalent, depending on working pattern, plus bank holidays. Your allowance will be pro-rata if you work part time or you are on an assignment to a role at a higher grade that attracts an increased entitlement. Your entitlement depends on your grade, your contracted hours, and your length of continuous service.</p> <p>We also offer up to two days paid environmental outcome days each year. These give you the opportunity to take part in community activities with a clear environmental outcome for people and wildlife.</p>
<b>Pension:</b>	<p>We will enrol you into the Environment Agency Pension Fund (EAPF) on commencing employment, if your employment contract is for 3 months or more. The EAPF is part of the Local Government Pension Scheme (LGPS). It is a career average scheme, which means you will build up benefits based on your pay each scheme year rather than your final salary.</p> <p>We will base your pension contributions on your actual pay and you will receive tax and national insurance relief on your contributions. The pension contribution rates currently range between 5.5% to 12.5%. Whilst you are in the scheme we will also pay an employer contribution into your pension pot. We currently pay 19%, so this is a very generous scheme.</p>



## 2. Salary and benefits continued

**Work/life balance:**

We support flexible working hours and practices, including job share to help you strike a good balance between your work life and your personal life. We will also encourage you to keep developing your skills and professional knowledge throughout your career.

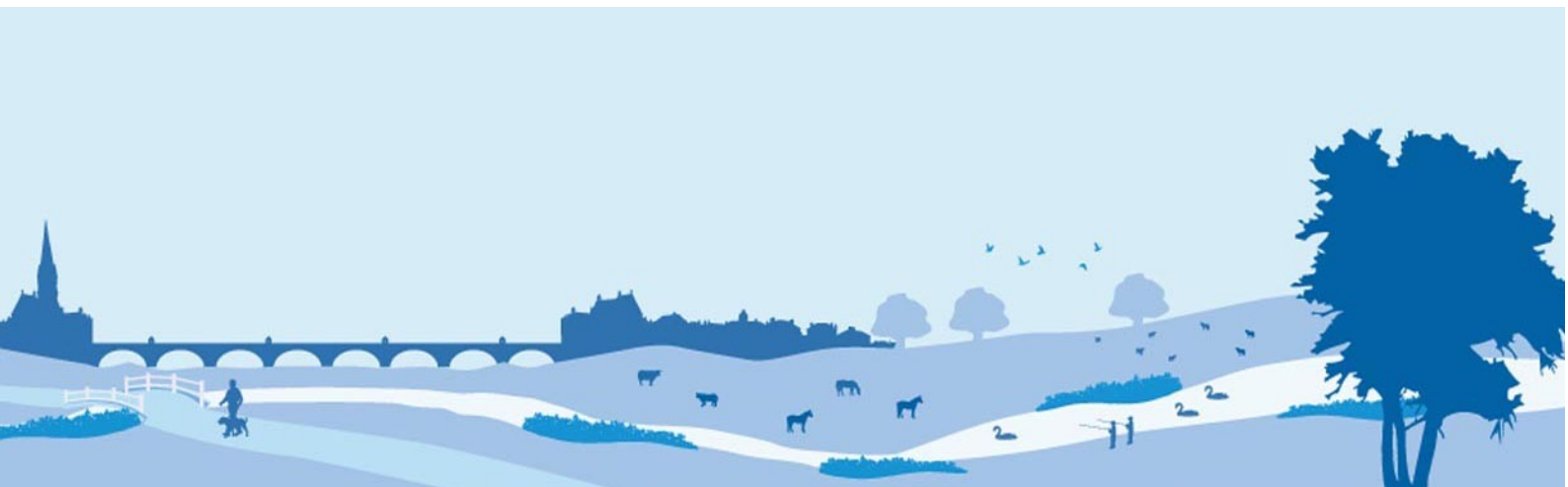
As government restrictions continue to lift, Defra group is exploring future ways of working with flexibility in mind. This means, that subject to business need, successful candidates will be offered the option to combine working at home with working at their contractual Defra group workplace, with occasional travel to other work locations. Further information relevant to this post will be available for candidates invited to interview.

**Diversity:**

We are committed to diversity and inclusion. We aspire to be the best employer in the country for equality, diversity and inclusion (EDI) and want all our staff to feel valued and respected and to see this as a great place to work. From our EDI executive champions to our EDI employee networks, everyone has a part to play to embed equality, diversity and inclusion in our organisation. Diversity: it's in our nature.

**Relocation:**

If you need to relocate to take up this role, we might be able to offer financial help with this. This will depend on your circumstances, so if it's something you are interested in, please discuss it with us to find out what the options are.



## 3. Salary and benefits continued

**Tenancy deposit loan:**

Our Tenancy Deposit Loan scheme assists employees directly employed by the Environment Agency in meeting the costs of a deposit for a privately rented home, which can sometimes act as a barrier to moving.

The scheme gives access to an interest free loan to pay for some or all of a deposit on a privately rented home. The loan can be paid back over a period of up to 12 months, directly from the monthly salary.





## 3. The role

Our advert describes the day to day activities of the role, the team it operates within and the skills/experience we're looking for from applicants. This information should be read in conjunction with the job family role profile that we've provided and the information below.

In the Environment Agency, our roles are grouped by grade and similar characteristics into one of seven job families. Job families describe the work undertaken in broad terms. This enables us to use generic profiles to broadly describe 80% of the key accountabilities, skills and experience for each job family at each grade. The role of Technical Advisor (Natural Capital) fits into our Technical & Scientific Services job family at grade 5.

If you would like to find out more, we'd be pleased to hear from you for an informal discussion. Please contact Sarah-Jane-Scott, Natural Capital Senior Advisor, 07881 833313, [sarah.jane.scott@environment-agency.gov.uk](mailto:sarah.jane.scott@environment-agency.gov.uk).

### **The Chief Scientist's Group**

The Natural Capital team is based in the Chief Scientist's Group, which leads on science, research, monitoring, analysis and evaluation for the Environment Agency. We work across the organisation to identify and develop the evidence we need to support the business of the Environment Agency. Our teams identify gaps and emerging trends, evaluate and report on 'what works', to ensure our decisions are supported by robust analysis and the latest research and approaches to managing the environment.

### **The team**

The Natural Capital Team embeds a natural capital approach in the Environment Agency by

- establishing a strong evidence base,
- developing and trialling new assessment tools, and
- building capability through communication, engagement and training.

We are a friendly, collaborative and supportive team of nine members, with a positive team spirit. We are enthusiastic, encouraging and have a strong mentoring ethos. Many of us joined the team without explicit experience of natural capital but have developed our understanding and capability.





## 3. The role continued

### The role

As one of three Grade 5 Advisors in the Natural Capital team you will lead and contribute to projects across the four themes of the Natural Capital programme:

- Developing data & evidence,
- Trialling tools & approaches,
- Embedding in the business,
- Communications & Building capability.

Natural Capital is a new and developing area, so although it would be great if you already have experience of natural capital research and/or its application to environmental management, this is not essential. More important is a curiosity to learn and respond to what our partners need from this developing and innovative approach. A strong background in a related discipline either in research or practical setting (e.g. freshwater, terrestrial or marine ecosystems, environmental economics, water management) would be advantageous

Appropriate to your skills and experience you will take responsibility for shaping and delivering work areas: defining scopes, setting milestones and project managing to achieve outcomes. Work areas might include: upgrading existing or developing new evidence and tools; supporting national and operational teams who are using a natural capital approach for the first time; developing guidance and training on how to embed a natural capital approach.

Partnership working is a key element of the role as we work collaboratively with teams across the Environment Agency, as well as the wider Defra Group, local authorities and water companies. You will enjoy building relationships, exploring opportunities, shaping and delivering ideas collaboratively. An ability to focus on our customers and partners is vital along with excellent communication, good advocacy and diplomacy skills and the ability to influence others.

Working at the interface between research, evidence and operational practice, you will be able to translate technical information and understand its relevance to operational teams. An understanding of how economic assessments underpin environmental planning and management and/or the business of the Environmental Agency would be an advantage but is not essential.

You will need to bring your prioritisation and organisational skills to every aspect of the role. We are a growing team but there are many demands on our specialist skills and expertise in this exciting and innovative area.



### 3. The role continued

As natural capital evidence is an emerging area, you will be comfortable making decisions using incomplete information yet as the evidence base grows, you will have an eye on how we can improve the data and tools we develop for operational use.

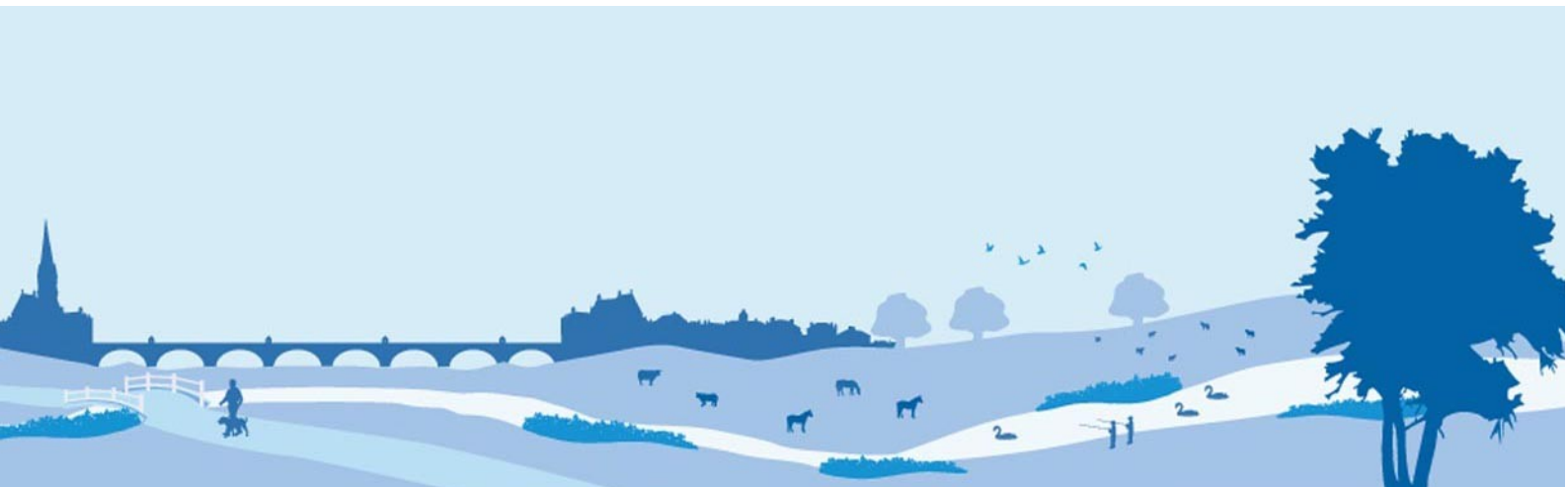
We encourage members of the team to use their confidence and insight to work independently but also be a team player. You will contribute to the team by taking a turn to monitor the team's central email inbox and working with others in the team to ensure a helpful and full response, as well as contributing to the team's learning and capabilities at team meetings.

#### **Location & travel**

The base location for this role is flexible; the Natural Capital Team are a dispersed team working across England and Wales. We use virtual platforms such as MS Teams to communicate with each other and for team meetings.

Occasional travel to main office hubs such as Bristol, Birmingham or London may be requested. When considering the business need to travel, we aim to take account of the environmental impact but also the wellbeing of everyone in the team and their preference to travel. We support using hybrid methods of meeting (a combination of in-person and virtual) to ensure everyone can be included.

Many people in the Natural Capital Team work on a part time basis and have flexible working patterns. Wednesday is an 'all team' day when we hold team meetings and voluntary coffee catch ups with others in the wider team.



## 4. Further Information

The Environment Agency values a diverse workforce and welcomes applications from all sections of the community who wish to join a workforce which embraces difference and welcomes everyone.

We aim to create and maintain a diverse workforce (including our Board and Executives) that better reflects the UK's economically active population. Therefore, we particularly welcome applications from Black, Asian and Minority Ethnic (BAME), disabled, female and LGBT+ candidates who are under-represented across our workforce.

### **Eligibility to apply and continuity of employment**

Employment agency workers and contractors are considered to be external candidates and should therefore only apply for positions that are being advertised externally. They are also not eligible to claim continuity of employment should they be successful in securing a position with the Environment Agency.

If you have been a member of a Regional Flood and Coastal Committee in the last 12 months we will not be able to continue with your application based on agreed appointment rules related to employing ex-RFCC members. We would welcome an application from you once the 12 month period have passed.

For applicants who currently work in local government or other bodies listed in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999, you may be eligible for continuous service for the purpose of calculating any future redundancy payment. In addition, if you can demonstrate that you have worked at the Environment Agency immediately before joining the Civil Service and are now being re-employed by the Environment Agency within a period of three years of leaving, you may also count your Civil Service employment for the purpose of calculating your service related entitlements as outlined above. If you are unsure of your status then you should contact your own HR Team.



## 4. Further Information

### Pre-employment Checks

We apply the Baseline Personnel Security Standard (BPSS) check when recruiting staff to our posts. This includes a basic criminal records check.

For the great majority of roles in the Environment Agency this will be sufficient and only certain roles will require a higher level of clearance. Should this be necessary, you will be advised of this during the recruitment process.

Positions based at our London office or roles that require frequent travel to London require CTC level security clearance. This will be confirmed to you during the recruitment process.

### Want to find out more?

To find out more about what it's like to work at the Environment Agency, please visit:  
<https://www.gov.uk/government/organisations/environment-agency/about/recruitment>

You can also visit our careers site at <https://environmentagencycareers.co.uk>





## 5. How to apply

We use an online recruitment system. To make the application process simple and straightforward, and so that you know how it works and what we need from you, we've put together a few hints and tips. Make sure you have all the information you need about the vacancy. For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.

The first thing you need to do is sign up to our recruitment system. You will need a valid e-mail address to log in and apply for opportunities, as all communication from us will be via e-mail. You can do this via the vacancy you are interested in by selecting '**Apply**' at the bottom of the advert.

Once you've clicked this link you'll then be asked:

- Do you have the right to live and work in the UK?
- Do you have the required qualifications or equivalent experience, which were stated in the job advert?
- Are you currently an employee of this organisation?

Simply answer yes or no and you can carry on with your application. You'll then see the '**Register**' page. Simply complete the details and select '**Submit Registration**' and register to the system. You only need to sign up to the system once; you'll just be able to login next time.

When it comes to the actual application, you need to fill out each section, please be aware that the system will automatically time out if you are inactive for more than 60 minutes. This will result in any unsaved information being lost so make sure you save what you are doing regularly. Once you've finished, your details and information will be saved on the system for any future applications – of course, you can edit your details at any point.



## 5. How to apply continued

When you apply to the Environment Agency for a job we will ask you to provide your personal data on our application form. We need this information so that we can establish your identity and your right to work in the UK.

You can read our Data Protection Statement on the application process page of our recruitment system. It is also available for reference on each page of the actual application.

### Competence Questions/Statement

We're keen to know what makes you right for the job you're applying for and why we should ask you in for an interview. The competence questions/statements are your chance to convince us!

You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and this candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or demonstrated the capabilities required.

Don't worry if your example does not tick all the aspects described in the capability indicators, or if they do not involve working for the Environment Agency – we are interested in hearing about your experience.

A useful technique to frame your examples is the STAR method which helps you describe the **situation**, associated **tasks** and **actions** you undertook, and the **result**. You may find the information here useful: [The STAR method | National Careers Service](#) and [How to apply - Environment Agency \(environmentagencycareers.co.uk\)](#)



This role requires the following capabilities:

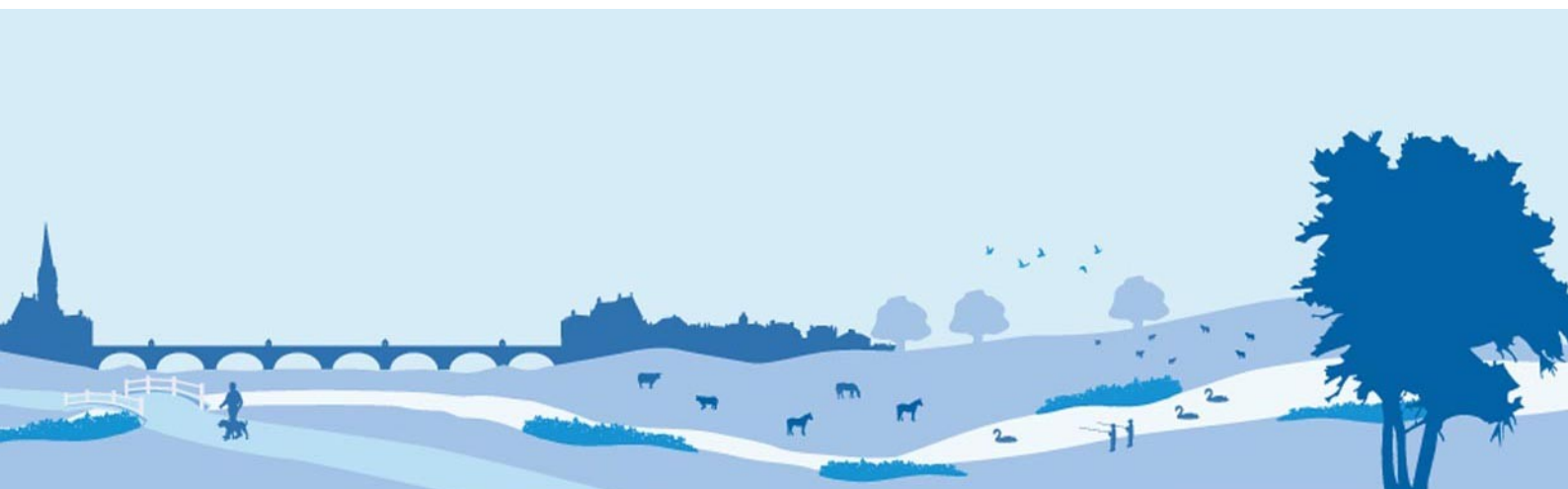
Capability	Indicators
<p><b>Scientific Knowledge</b></p> <p>Definition: <i>Applies scientific knowledge of natural capital (or related discipline) to provide sound, science-based evidence to our internal and external customers.</i></p>	<p>We're looking for examples where you show how you:</p> <ul style="list-style-type: none"> <li>• Apply scientific knowledge to enhance the effectiveness of the Environment Agency or other organisations.</li> <li>• Develop science in line with business needs, keeps sufficient documentation and maintains accurate records of this</li> <li>• Keep up to date with scientific trends and techniques</li> <li>• Commission and deliver appropriate scientific research to underpin the work of the Environment Agency or other organisations in protecting and enhancing the environment and promoting sustainability</li> <li>• Represent the Environment Agency or other organisations at appropriate scientific and other fora, conferences and events.</li> <li>• Develops and maintains science networks</li> <li>• Expertise is acknowledged by invited participation in external expert groups</li> <li>• Protects the Environment Agency's or other organisations' Intellectual Property Rights.</li> </ul>
<p><b>Achieves results</b></p> <p>Definition: <i>Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.</i></p>	<p>We're looking for examples where you show how you:</p> <ul style="list-style-type: none"> <li>• Maximise work output by setting goals and priorities tracking and measuring outcomes and taking swift remedial action when necessary</li> <li>• Can be relied upon to regularly exceed goals agreed</li> <li>• Are tenacious and have persevered when others might have given up and by doing so achieved the desired results</li> <li>• Anticipate forth-coming issues and adjust actions as necessary</li> <li>• Are willing to put in extra effort to meet urgent deadlines when required; demonstrate dedication and commitment</li> <li>• Are resilient and perform well under pressure; responds positively to setbacks and develop alternative action</li> </ul>
<p><b>Focuses on Customers and Partners</b></p> <p>Definition: <i>Addresses the needs of internal and external customers, provides rapid and effective responses.</i></p>	<p>We're looking for examples where you show how you:</p> <ul style="list-style-type: none"> <li>• Recognise the concept of both internal and external customers and treat both equally well</li> <li>• Identify and address the needs of customers, delivering what is promised and ensuring that they are satisfied with the outcomes</li> <li>• Take personal responsibility to meet customer needs; is polite, courteous and professional</li> <li>• Ensure customers receive consistent and clear messages supported by accurate and timely information</li> <li>• Regularly monitor and measure customer satisfaction and look for ways to improve customer service</li> <li>• Anticipate and balance the needs of a range of customers with conflicting priorities</li> <li>• Keep customers informed and manages expectations</li> <li>• Handle complaints effectively, defuse anger and tension and resolve problems</li> </ul>

<p><b>Focuses on Efficiency, Innovation, and Quality</b></p> <p>Definition: <i>Identifies and seizes the opportunity to create, introduce and implement new or improved methods, processes and without, compromising quality or accuracy.</i></p>	<p>We're looking for examples where you show how you:</p> <ul style="list-style-type: none"> <li>• Take responsibility for the quality and timeliness of own work, admit errors when necessary and quickly take action to rectify</li> <li>• Demonstrate an ongoing concern to improve performance and increase efficiency</li> <li>• Check and ensure the accuracy of information received and produces work that is right first time</li> <li>• Put in place checks to ensure that plans and processes are being carried out to the required degree of accuracy</li> <li>• Actively seek and implement opportunities to maximise efficiency and effectiveness of self and the team</li> <li>• Ensure that data and information are always delivered in an accurate, timely and legal manner</li> <li>• Proactively look for better ways of doing things; learn from events and seek to improve future performance.</li> </ul>
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There's a 250 word limit per competence including spaces. It's a really important part of the selection process so make sure you keep your statement relevant and concise. Think about what we need to know about you and what you'd bring to the role and our organisation.

## Application questions

For some roles, we'll ask you some specific questions, like if you have a preferred work location. If you're disabled and you'd like to be part of our Guaranteed Interview Scheme, you can add this information in here.



## 5. How to apply continued

### Equality and Diversity

We're committed to reflecting the communities we serve and we'd like you to tell us about yourself and your background.

### Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done.

Please be aware that once you've submitted your application, with the exception of the 'Personal Details' section you will not be able to edit your application further. If you decide to withdraw your application, you will not be able to submit another application for the same vacancy.

If, at any stage, you have questions or problems, please contact the recruitment team on 0845 241 5350 or email [ea\\_recruitment@gov.sscl.com](mailto:ea_recruitment@gov.sscl.com)

### Setting up 'job alerts'

If you have been unsuccessful with your application you can set up email alerts for future vacancies. You will automatically receive an email when a job that matches your criteria becomes available. To do this simply click on **'create a new job alert'**, enter your job criteria and save.

# ENVIRONMENT AGENCY BENEFITS



The Environment Agency offers an attractive and competitive benefits package, including:

Core Benefits	Training & Development	Work/life Balance	Health & Wellbeing	Finance
<p><b>Basic Salary</b> Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p><b>Pension Scheme</b> A career average revalued earnings (CARE) pension scheme. Contributions are based on your full time equivalent pay, ranging between 5.5% and 12.5%. The EA contribution is currently 19% of your pay.</p> <p><b>Holidays</b> Annual holiday entitlement starting at 25 days plus statutory bank holidays (pro-rata for flexible workers). We also offer up to two days paid environmental outcome days each year</p> <p><b>Enhanced statutory policies</b> Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p><b>Performance Management</b> Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p><b>Learning &amp; Development</b> A range of training courses, leadership development initiatives and access to L&amp;D materials are available, covering technical, managerial and personal skills.</p> <p><b>Examination Leave</b> Paid leave for exams and revision for approved studies.</p> <p><b>Professional subscriptions</b> We will pay the membership fees for one relevant professional association.</p>	<p><b>Flexible Working</b> Flexible working patterns including job share.</p> <p><b>Travel &amp; Transport Benefits</b> A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p><b>Shopping &amp; Leisure Benefits</b> A variety of discounts at online stores and leisure experiences available.</p>	<p><b>Occupational Health</b> Access to Duradiamond Healthcare advisory service.</p> <p><b>Eye Care</b> Free eye tests.</p> <p><b>Employee Assistance Service</b> Access to Workplace Wellness available to you and your family</p> <p><b>Sports &amp; Social Club</b> Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p><b>Health Discounts</b> Optional discounts provided by a number of external providers and health clubs</p> <p><b>Local Benefits</b> These vary from region to region.</p>	<p><b>Interest Free Loans</b> For season tickets, bicycles and safety equipment.</p> <p><b>Special Leave</b> Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health &amp; safety representatives.</p> <p><b>Financial Education Club</b> Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.</p> <p><b>Tenancy deposit loan scheme</b> Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p><b>Relocation Assistance</b> <b>Free Car Parking</b></p>